



Skills for Employment Investment Program (SEIP)

COMPETENCY STANDARD FOR APPAREL MERCHANDISING (*RMG SECTOR*)

Finance Division, Ministry of Finance
Government of the People's Republic of Bangladesh

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Copyright

The Competency Standard for Apparel Merchandising is a document for the development of curricula, teaching and learning materials, and assessment tools. It also serves as the document for providing training consistent with the requirements of industry in order for individuals who graduated through the established standard via competency-based assessment to be suitably qualified for a relevant job.

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List of Abbreviations

General	
BMET	Bureau of Manpower Employment and Training
B-SEP	Bangladesh Skills for Employment and Productivity
BTEB	Bangladesh Technical Education Board
DTE	Directorate of Technical Education
ILO	International Labor Organization
ISC	Industry Skills Council
NPVC	National Pre-Vocation Certificate
NTVQF	National Technical and Vocational Qualifications Framework
PPP	Public Private Partnership
SCDC	Standards and Curriculum Development Committee
SEIP	Skills for Employment Investment Program
TVET	Technical Vocational Education and Training
UoC	Unit of Competency
Occupation Specific	
AWB	Air way bill
BOI	Board of investment
BOM	Bill of material
CBM	Cubic metre
CM	Cost of manufacturing
ERC	Export registration certificate
FOB	Free on board
GSP	Generalise system of preference
IRC	Import register certificate
OHS	Occupational health and safety
PPE	Personal protective equipment
SMV	Standard minute value
SOP	Standard operating procedure
TIN	Tax identification number
TNA	Time and action
TT	Telegraphic transfer
VAT	Value added tax

Introduction

The Skills for Employment Investment Program (SEIP) Project of the Finance Division of the Ministry of Finance has embarked on a project which aims to qualitatively and quantitatively expand the skilling capacity of identified public and private training providers by establishing and operationalising a responsive skill ecosystem and delivery mechanism through a combination of well-defined set of funding triggers and targeted capacity support.

Among the many components of the project, one is to promote a Market Responsive Inclusive Skills Training Delivery programme. Key priority economic growth sectors identified by the government have been targeted by the project to improve current job skills along with up-skilling of the existing workforce to ensure 'required skills to industry standards'. Training providers are encouraged and supported to work with industry to address identified skills and knowledge to enable industry growth and increased employment through the provision of market responsive inclusive skills training programmes. Priority sectors were identified to adopt a demand driven approach to training with effective inputs from Industry Skills Councils (ISC's), employer associations and employers.

This document is developed to improve skills and knowledge in accordance with the job roles, duties and tasks of the occupation and ensure that the required skills and knowledge are aligned to industry requirements.

The document also details the format, sequencing, wording and layout of the Competency Standard for an occupation which is comprised of Units of Competence and its corresponding Elements.

Overview

A **competency standard** is a written specification of the knowledge, skills and attitudes required for the performance of an occupation, trade or job corresponding to the industry standard of performance required in the workplace.

The purpose of a competency standards is to:

- provide a consistent and reliable set of components for training, recognising and assessing people's skills, and may also have optional support materials
- enable industry recognised qualifications to be awarded through direct assessment of workplace competencies
- encourage the development and delivery of flexible training which suits individual and industry requirements
- encourage learning and assessment in a work-related environment which leads to verifiable workplace outcomes

Competency standards are developed by a working group comprised of national and international subject-matter experts, SEIP, BTEB, ISC, and industry experts to identify the competencies required of an occupation in a particular sector.

Competency standards describe the skills, knowledge and attitude needed to perform effectively in the workplace. Competency standards acknowledge that people can achieve technical and vocational competency in many ways by emphasising what the learner can do, not how or where they learned to do it.

With competency standards, training and assessment may be conducted at the workplace or at training institute or any combination of these.

Competency standards consist of a number of units of competency. A unit of competency describes a distinct work activity that would normally be undertaken by one person in accordance with industry standards.

Units of competency are documented in a standard format that comprises of:

- unit title
- nominal duration
- unit code
- unit descriptor
- elements and performance criteria
- variables and range statement
- curricular content guide
- assessment evidence guide

Together, all the parts of a unit of competency:

- describe a work activity
- guide the assessor to determine whether the candidate is competent or not yet competent

Approval Sheet

Identification and validation of units of competency and elements for this occupation were made by experts within this sector. A series of meetings were held to accurately capture industry and employer needs and expectations, and develop the competency framework that would help to enhance the employability of the youth trained. This process started on 23 January 2017 and concluded with a validation workshop with working group on 9 April 2017, and was reviewed and revised on 23 September 2018

Experts Involved

Industry and subject-matter experts who provided their valuable inputs to develop this competency standard [January 2017 - September 2018]:

Name	Organisation	Designation
Engr. Ms Rupali Biswas	BKMEA	Chief Coordinator
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Ms. Nasrin Tithi	BGMEA University of Fashion and Technology	Course Coordinator
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Rashmi Mehra	British Council - SD03	International Consultant and Acting Team Leader
Syed Azharul Haque	British Council - SD03	National Subject Matter Consultant - RMG Sector
Md. Amir Hossain	Dhaka Ahsania Mission	Assistant Consultant - RMG Sector

Development Workshop

Working group formation and competency standard development workshop participants [held on 9 April 2017]:

Name	Organisation	Designation
G.M Faruque	BKMEA	Vice President (Finance)
Ms. Rupali Biswas	BKMEA	Chief Coordinator
Engr. SK Nazmus Saaqib	Prime Asia University	Lecturer
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Manjur Kader	British Council - SD03	Programme Manager
Syed Azharul Haque	British Council - SD03	National Subject Matter Consultant - RMG Sector
Sobur Ahmed	British Council - SD03	National Subject Matter Consultant – Leather Goods and Footwear Sector
Md. Amir Hossain	Dhaka Ahsania Mission	Assistant Consultant - RMG Sector

Validation Workshop

Competency standard validation workshop participants [held on 9 April 2017]:

Name	Organisation	Designation
G.M Faruque	BKMEA	Vice President (Finance)
Ms. Rupali Biswas	BKMEA	Chief Coordinator
Engr. SK Nazmus Saaqib	Prime Asia University	Lecturer
Md. Shahin Akter	PVH Far East Limited	Merchandiser
Engr. Md. Sharif Nowaz	BKMEA	Senior Trainer (PIC Cell)
Ananda Falia	BTEB	Assistant Controller
Syed Nasir Ershad	SEIP	AEPD (Public-1)
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Rashmi Mehra	British Council - SD03	International Consultant and Acting Team Leader
Manjur Kader	British Council - SD03	Programme Manager
Syed Azharul Haque	British Council - SD03	National Subject Matter Consultant - RMG Sector

Name	Organisation	Designation
Sobur Ahmed	British Council - SD03	National Subject Matter Consultant – Leather Goods and Footwear Sector
Md. Amir Hossain	Dhaka Ahsania Mission	Assistant Consultant - RMG Sector

The ensuing sections of this document comprise of a description of the relevant occupation, trade or job with all the key components of a unit of competency, including:

- a chart with an overview of all Units of Competency for the relevant occupation, trade or job including the Unit Codes and the Unit of Competency titles and corresponding Elements
- the Competency Standard that includes the Unit of Competency, Unit Descriptor, Elements and Performance Criteria, Range of Variables, Curricular Content Guide and Assessment Evidence Guide

Committee Workshop

The National competency standards for National Skills Certificate in Apparel Merchandising, NTVQF Level **[INSERT LEVEL]** qualification is a document developed by the Skill for Employment Investment Programme (SEIP), Finance Division, Ministry of Finance. This standard has been developed by an industry expert group under guidance of SEIP. The standard was approved by the SCDC **[BTEB to insert date]** at NTVQF Cell, BTEB.

Respectable members of the SCDC:

Apparel Merchandising - Level [INSERT LEVEL]		

Course Structure

SL	Unit Code and Title		Level	Nominal Duration (Hours)
Generic Competencies (4 units of competency required)				
1	SEIP-RMG-ARM-01-G	Apply occupational health and safety (OHS) practice in the workplace		8
2	SEIP-RMG-ARM-02-G	Carry out workplace interaction		8
3	SEIP-RMG-ARM-03-G	Operate in a team environment		8
4	SEIP-RMG-ARM-04-G	Apply basic IT skills		16
Sub-Total				40
Sector-specific Competencies (3 units of competency required)				
1	SEIP-RMG-ARM-01-S	Explore the history of RMG Sector		20
2	SEIP-RMG-ARM-02-S	Carry out measurements and calculations		20
3	SEIP-RMG-ARM-03-S	Read and interpret sketches and drawings		20
Sub-Total				60
Occupation-specific Competencies (6 units of competency required)				
1	SEIP-RMG-ARM-01-O	Apply basic knowledge of apparel merchandising		28
2	SEIP-RMG-ARM-02-O	Build and maintain business relationships		40
3	SEIP-RMG-ARM-03-O	Follow process of sourcing material		48
4	SEIP-RMG-ARM-04-O	Perform measurement, consumption and cost calculation		64
5	SEIP-RMG-ARM-05-O	Follow up order		40
6	SEIP-RMG-ARM-06-O	Identify commercial and banking requirements		40
Sub-Total				260
Total Nominal Learning Hours				360

Competency Chart

Units of Competency	Elements		
Apply occupational health and safety (OHS) practice in the workplace SEIP-RMG-ARM-01-G	Identify OHS policies and procedures	Apply personal health and safety practices	Report hazards and risks
	Respond to emergencies		
Carry out workplace interaction SEIP-RMG-ARM-02-G	Interpret workplace communication and etiquette	Read and understand workplace documents	Participate in workplace meetings and discussions
	Practice professional ethics at work		
Operate in a team environment SEIP-RMG-ARM-03-G	Identify team goals and work process	Identify own role and responsibilities within team	Communicate and cooperate with team members
	Practice problem solving within the team		
Apply basic IT skills SEIP-RMG-ARM-04-G	Identify and use most commonly used IT tools	Understand use of computer	Work with word processing application
	Work with spreadsheets	Access email and search the internet	

Sector-specific (Common) Competencies

<p>Explore the history of RMG Sector SEIP-RMG-ARM-01-S</p>	<p>Examine the background of RMG Sector</p>	<p>Identify main industries within RMG sector</p>	<p>Identify prime local and export markets</p>
<p>Carry out calculations and measurements SEIP-RMG-ARM-02-S</p>	<p>Plan and prepare</p>	<p>Obtain measurements</p>	<p>Perform calculations</p>
<p>Read and interpret sketches and drawings SEIP-RMG-ARM-03-S</p>	<p>Interpret information and specifications</p>	<p>Read and interpret sketches and drawings</p>	

Occupation-specific (Core) Competencies

Apply basic knowledge of apparel merchandising SEIP-RMG-ARM-01-O	Identify operation flow chart	Identify organizational structure	Describe role and responsibilities
Build and maintain business relationships SEIP-RMG-ARM-02-O	Establish good relationships with customers	Identify apparel marketing process	Perform order inquiry handling procedure
	Follow order reporting process		
Follow process of sourcing material SEIP-RMG-ARM-03-O	Identify types of fabric	Select trims and accessories	Prepare BOM sheet
	Follow process of supplier evaluation		
Perform measurement, consumption and cost calculation SEIP-RMG-ARM-04-O	Interpret sketch and measurement chart	Identify points of measuring	Calculate fabric consumption
	Calculate trim and accessory consumption	Perform cost of manufacturing calculation	Apply costing format and method to calculation
Follow up order SEIP-RMG-ARM-05-O	Identify order handling procedure	Follow supplier evaluation process	Prepare TNA plan
Identify commercial and banking requirements SEIP-RMG-ARM-06-O	Identify commercial and banking requirements	Follow letter of credit procedures	Identify booking format for shipment
	Identify types of payment documents		

Units and Elements Table

Generic – Compulsory (4 units of competency required)

Code	Unit of Competency	Elements of Competency	Duration (hours)
SEIP-RMG-ARM-01-G	Apply occupational health and safety (OHS) practice in the workplace	<ol style="list-style-type: none"> 1. Identify OHS policies and procedures. 2. Apply personal health and safety practices. 3. Report hazards and risks. 1. Respond to emergencies. 	8
SEIP-RMG-ARM-02-G	Carry out workplace interaction	<ol style="list-style-type: none"> 1. Interpret workplace communication and etiquette. 2. Read and understand workplace documents. 3. Participate in workplace meetings and discussions. 4. Practice professional ethics at work. 	8
SEIP-RMG-ARM-03-G	Operate in a team environment	<ol style="list-style-type: none"> 1. Identify team goals and work processes. 2. Identify own role and responsibilities within team. 3. Communicate and co-operate with team members. 4. Practice problem solving within the team. 	8
SEIP-RMG-ARM-04-G	Apply basic IT skills	<ol style="list-style-type: none"> 1. Identify and use most commonly used IT tools. 2. Understand use of computer. 3. Work with word processing application. 4. Work with spreadsheets. 5. Access email and search the internet. 	16
Total Hours			40

Sector-specific – Compulsory (3 units of competency required)

Code	Unit of Competency	Elements of Competency	Duration (hours)
SEIP-RMG-ARM-01-S	Explore the history of RMG Sector	<ol style="list-style-type: none"> 1. Examine the background of RMG sector. 2. Identify main departments within RMG sector. 3. List prime local and export markets. 	20
SEIP-RMG-ARM-02-S	Carry out measurements and calculations	<ol style="list-style-type: none"> 1. Plan and prepare. 2. Obtain measurements. 3. Perform calculations. 	20
SEIP-RMG-ARM-03-S	Read and interpret sketches and drawings	<ol style="list-style-type: none"> 1. Interpret information and specifications. 2. Read and interpret sketches and drawings. 	20
Total Hours			60

Occupation-specific – Compulsory (6 units of competency required)

Code	Unit of Competency	Elements of Competency	Duration (hours)
SEIP-RMG-ARM-01-O	Apply basic knowledge of apparel merchandising	<ol style="list-style-type: none"> 1. Interpret operation flow chart. 2. Identify organisational structure. 3. Describe role and responsibilities. 	28
SEIP-RMG-ARM-02-O	Build and maintain business relationships	<ol style="list-style-type: none"> 1. Establish good relationships with customers. 2. Identify apparel marketing process. 3. Perform order inquiry handling procedure. 4. Follow order reporting process. 	40
SEIP-RMG-ARM-03-O	Follow process of sourcing material	<ol style="list-style-type: none"> 1. Identify types of fabric. 2. Select trims and accessories. 3. Prepare BOM sheet. 4. Follow process of supplier negotiation. 	48
SEIP-RMG-ARM-04-O	Perform measurement, consumption and cost calculation	<ol style="list-style-type: none"> 1. Interpret sketch and measurement chart. 2. Identify points of measuring. 3. Calculate fabric consumption. 4. Calculate trim and accessory consumption. 5. Perform cost of manufacturing calculation. 6. Apply costing format and method to calculation. 	64
SEIP-RMG-ARM-05-O	Follow up order	<ol style="list-style-type: none"> 1. Identify order handling procedure. 2. Follow supplier evaluation process. 3. Prepare TNA plan. 	40
SEIP-RMG-ARM-06-O	Identify commercial and banking processes	<ol style="list-style-type: none"> 1. Identify commercial and banking requirements. 2. Follow letter of credit procedures. 3. Identify booking format for shipment. 4. Identify types of payment documents. 	40
Total Hours			260

Generic Competencies

Unit Title:	Apply occupational health and safety (OHS) practice in the workplace
Unit Code:	SEIP-RMG-ARM-01-S
Nominal Hours:	8 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to apply occupational health and safety (OHS) practices in the workplace. It specifically includes identifying OHS policies and procedures, applying personal health and safety practices, reporting hazards and risks, and responding to emergencies.
Elements of Competency	Performance Criteria (<u>bold and underlined</u> terms are elaborated in the Range of Variables)
1. Identify OHS policies and procedures	<p>1.1. <u>OHS policies</u> and safe operating procedures are interpreted</p> <p>1.2. Safety signs and symbols are identified and followed.</p> <p>1.3. Response, evacuation procedures and other contingency measures are interpreted correctly.</p>
2. Apply personal health and safety practices	<p>2.1. OHS policies and procedures are interpreted in the workplace including <u>personal protective equipment (PPE)</u>.</p> <p>2.2. Common health issues are recognised.</p> <p>2.3. Common safety issues are identified.</p>
3. Report hazards and risks	<p>3.1. Hazards and risks are identified.</p> <p>3.2. Hazards and risks assessment and controls are interpreted.</p>
4. Respond to emergencies	<p>4.1. Respond to alarms and warning devices.</p> <p>4.2. <u>Emergency response plans and procedures</u> are responded to.</p> <p>4.3. <u>First aid procedures</u> during emergency situations are identified.</p>

Range of Variables	
Variable	Range (<i>may include but not limited to</i>)
1. OHS policies	<p>1.1. Organisational OHS policies</p> <p>1.2. International OHS requirements</p> <p>1.3. Fire safety rules and regulations</p>
2. Emergency response plans and procedures	<p>2.1. Firefighting procedures</p> <p>2.2. Earthquake response procedures</p> <p>2.3. Emergency response plans and procedures</p> <p>2.4. Medical and first aid</p>

Range of Variables	
Variable	Range (<i>may include but not limited to</i>)
3. First aid procedure	3.1. Washing of open wound 3.2. Washing chemically infected area 3.3. Applying bandage 3.4. Taking appropriate medicine
4. Personal protective equipment	4.1. Safety glasses 4.2. Ear plugs 4.3. Gloves 4.4. Apron 4.5. Helmet 4.6. Mask 4.7. Safety shoes

Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment must evidence that the candidate: <ol style="list-style-type: none"> 1.1. Identified OHS policies and procedures 1.2. Applied personal health and safety practices (including PPE) 1.3. Reported hazards and risks 1.4. Responded to emergencies
2. Underpinning knowledge	<ol style="list-style-type: none"> 2.1. Workplace OHS policies and procedures 2.2. Work safety procedures 2.3. Emergency response procedures: <ol style="list-style-type: none"> 2.3.1. Firefighting 2.3.2. Earthquake response 2.3.3. Accident response 2.4. Types of hazards (biological, chemical and physical) and their effects 2.5. OHS awareness 2.6. Personal protective equipment (PPE)
3. Underpinning skills	<ol style="list-style-type: none"> 3.1. Identifying OHS policies and procedures 3.2. Applying personal health and safety practices 3.3. Reporting hazards and risks 3.4. Responding to emergencies

Evidence Guide

The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.

4. Underpinning attitudes	4.1. Committed to occupational health and safety practices 4.2. Communicates well with peers, subordinates and seniors in workplace 4.3. Prompt in carrying out activities 4.4. Tidy and punctual 4.5. Sincere and honest concerning duties 4.6. Responsible during emergencies
5. Resource implications	The following resources must be provided: 5.1. Workplace (simulated or actual) 5.2. Personal protective equipment (PPE) 5.3. Firefighting equipment 5.4. Emergency response manual 5.5. First aid kits 5.6. Stationary 5.7. Learning manual
6. Methods of assessment	Methods of assessment may include but is not limited to: 6.1. Written test 6.2. Oral test 6.3. Observation 6.4. Demonstration 6.5. Portfolio
7. Context of assessment	7.1. Competency assessment must be done in a training institute or an actual or simulated workplace after completion of this unit of competency. 7.2. Assessment must be done by a suitably qualified/certified assessor.

Accreditation Requirements

Training Providers must be accredited by Bangladesh Technical Education Board (BTEB), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of any NTVQF qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by BTEB.

Unit Title:	Carry out workplace interaction
Unit Code:	SEIP-RMG-ARM-02-G
Nominal Hours:	8 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to carry out workplace interaction. It specifically includes workplace communication, etiquette, understanding workplace documents, workplace meetings and discussions, and professional ethics at work.
Elements of Competency	Performance Criteria (<u>bold and underlined</u> terms are elaborated in the Range of Variables)
1. Interpret workplace communication and etiquette	<p>1.1. Workplace codes of conduct are interpreted as per organisational guidelines.</p> <p>1.2. Appropriate lines of communication are maintained with supervisors and colleagues.</p> <p>1.3. Workplace interactions are conducted in a <u>courteous manner</u> to gather and convey information.</p> <p>1.4. <u>Workplace procedures and matters</u> are comprehended.</p>
2. Read and understand workplace documents	<p>2.1. Workplace documents are interpreted correctly.</p> <p>2.2. Visual information/symbols/signage are understood correctly and followed.</p> <p>2.3. Specific and relevant information are accessed from <u>appropriate sources</u>.</p> <p>2.4. Appropriate medium is used to transfer information and ideas.</p>
3. Participate in workplace meetings and discussions	<p>3.1. Team meetings are attended on time.</p> <p>3.2. Meeting procedures and etiquette are followed.</p> <p>3.3. Active participation is ensured, opinions are expressed and heard.</p> <p>3.4. Inputs are provided and interpreted in line with the meeting purpose.</p>
4. Practice professional ethics at work	<p>4.1. Responsibilities as a team member are performed.</p> <p>4.2. Tasks are performed in accordance with workplace procedures.</p> <p>4.3. Confidentiality is maintained.</p> <p>4.4. Inappropriate and conflicting situations are avoided.</p>

Range of Variables	
Variable	Range (may include but not limited to)
1. Courteous manner	1.1. Effective questioning 1.2. Active listening 1.3. Speaking skills 1.4. Writing skill 1.5. Email etiquette
2. Workplace procedures and matters	2.1. Notes 2.2. Arranging a meeting 2.3. Agenda 2.4. Simple reports such as progress and incident reports 2.5. Job sheets 2.6. Operational manuals 2.7. Brochures and promotional material 2.8. Visual and graphic materials 2.9. Standards 2.10. OHS information 2.11. Signs
3. Appropriate sources	3.1. Human Resources (HR) Department 3.2. Managers 3.3. Supervisors 3.4. Management Information System (MIS)

Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment must evidence that the candidate: <ol style="list-style-type: none"> 1.1. Interpreted workplace communication and etiquette 1.2. Interpreted workplace instructions and symbols 1.3. Performed active participation in workplace meetings
2. Underpinning knowledge	<ol style="list-style-type: none"> 2.1. Workplace communication and etiquette 2.2. Workplace documents, signs and symbols 2.3. Meeting procedure and etiquette 2.4. Professional ethics
3. Underpinning skills	<ol style="list-style-type: none"> 3.1. Demonstrating workplace communication and etiquette 3.2. Interpreting workplace instructions and symbols 3.3. Demonstrating active participation in workplace meeting 3.4. Applying professional ethics at work

Evidence Guide

The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.

4. Underpinning attitudes

- 4.1. Prompt in carrying out activities
- 4.2. Tidy and punctual
- 4.3. Respectful of peers, subordinates and seniors in the workplace
- 4.4. Concerned about the work environment
- 4.5. Sincere and honest concerning duties

5. Resource implications

- The following resources must be provided:
- 5.1. Workplace (simulated or actual)
 - 5.2. Workplace procedures
 - 5.3. Standard operating procedure
 - 5.4. Workplace documents, signs and symbols
 - 5.5. Codes of conduct
 - 5.6. Projector
 - 5.7. Stationary
 - 5.8. Learning manual

6. Methods of assessment

- Methods of assessment may include but is not limited to:
- 6.1. Written test
 - 6.2. Oral test
 - 6.3. Observation
 - 6.4. Demonstration
 - 6.5. Portfolio

7. Context of assessment

- 7.1. Competency assessment must be done in a training institute or an actual or simulated workplace after completion of this unit of competency.
- 7.2. Assessment must be done by a suitably qualified/certified assessor.

Accreditation Requirements

Training Providers must be accredited by Bangladesh Technical Education Board (BTEB), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of any NTVQF qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by BTEB.

Unit Title:	Operate in a team environment
Unit Code:	SEIP-RMG-ARM-03-G
Nominal Hours:	8 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to operate in a team environment. It specifically includes identifying team goals and work processes, roles and responsibilities, team communication and problem solving within the team.
Elements of Competency	Performance Criteria (<u>bold and underlined</u> terms are elaborated in the Range of Variables)
1. Identify team goals and work processes	<p>1.1. Roles and objectives of the team are identified and interpreted.</p> <p>1.2. Roles and responsibilities of team members are identified and interpreted.</p>
2. Identify own role and responsibilities within team	<p>2.1. Personal role and responsibilities are identified within the team environment.</p> <p>2.2. Reporting relationships are interpreted within team and external to team.</p>
3. Communicate and co-operate with team members	<p>3.1. Other teammates' tasks are identified and support provided when requested.</p> <p>3.2. The team is encouraged through <u>sharing information</u> or expertise, working together to solve problems, and putting team success first.</p> <p>3.3. Views and opinions of other team members are interpreted and respected.</p>
4. Practice problem solving within the team	<p>4.1. Problems faced at the individual and team level are identified and showed insight into the root-causes of the problems.</p> <p>4.2. A range of solutions and courses of action are identified together with benefits, costs, and risks associated with each.</p> <p>4.3. The good ideas of others to help develop solutions are recognised and advice sought from those who have solved similar problems.</p> <p>4.4. It is looked beyond the obvious and not stopped at the first answers.</p>

Range of Variables	
Variable	Range (may include but not limited to)
1. Sharing information	1.1. Agenda 1.2. Minutes 1.3. progress and incident reports 1.4. Operational manuals 1.5. Visual and graphic materials 1.6. Emails and SMS 1.7. Phone directory 1.8. Policy, procedure and standards 1.9. OHS information

Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment must evidence that the candidate: 1.1. Identified own role and responsibilities within team 1.2. Communicated and co-operated with team members 1.3. Demonstrated problem solving within the team
2. Underpinning knowledge	2.1. Team goals and work processes 2.2. Roles and responsibilities 2.3. Finding problems and solving them
3. Underpinning skills	3.1. Identifying own role and responsibilities within team 3.2. Communicating and co-operating with team members 3.3. Demonstrating problem solving within the team
4. Underpinning attitudes	4.1. Active on teamwork 4.2. Prompt in carrying out activities 4.3. Tidy and punctual 4.4. Respectful of peers, subordinates and seniors in the workplace 4.5. Sincere and honest concerning duties
5. Resource implications	The following resources must be provided: 5.1. Workplace (simulated or actual) 5.2. Projector 5.3. Stationary 5.4. Learning manual

Evidence Guide

The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.

6. Methods of assessment

Methods of assessment may include but is not limited to:

- 6.1. Written test
- 6.2. Oral test
- 6.3. Observation
- 6.4. Demonstration
- 6.5. Portfolio

7. Context of assessment

- 7.1. Competency assessment must be done in a training institute or an actual or simulated workplace after completion of this unit of competency.
- 7.2. Assessment must be done by a suitably qualified/certified assessor.

Accreditation Requirements

Training Providers must be accredited by Bangladesh Technical Education Board (BTEB), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of any NTVQF qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by BTEB.

Unit Title:	Apply basic IT skills
Unit Code:	SEIP-RMG-ARM-04-G
Nominal Hours:	16 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to apply basic IT skills in the workplace. It specifically includes identifying IT tools, using computer, word processing and spreadsheet applications, email and searching on internet.
Elements of Competency	Performance Criteria (<u>bold and underlined</u> terms are elaborated in the Range of Variables)
1. Identify and use most commonly used IT tools	<p>1.1. History of information technology (IT) is identified and summarised.</p> <p>1.2. Commonly used <u>IT tools</u> are identified and described.</p>
2. Understand use of computer	<p>2.1. Basic parts of a computer are identified.</p> <p>2.2. Turning on and off technique of a computer is performed.</p> <p>2.3. Working environment, functions and features of operating system is interpreted.</p> <p>2.4. Simple trouble-shooting techniques are applied.</p>
3. Work with word processing application	<p>3.1. Word processing application appropriate to perform activity is operated.</p> <p>3.2. Basic typing technique to document is applied.</p> <p>3.3. Word processing techniques to document are employed.</p> <p>3.4. Personal CV writing using suitable word processing techniques is practiced.</p> <p>3.5. Saving and retrieving technique of a document is used.</p>
4. Work with spreadsheets	<p>4.1. Spreadsheet working environment, functions and features are identified and interpreted.</p> <p>4.2. Data entry on spreadsheet appropriate to perform activity is performed.</p> <p>4.3. <u>Data manipulation techniques</u> to spreadsheet document are applied.</p> <p>4.4. Spreadsheet document is created and saved.</p>
5. Access email and search the internet	<p>5.1. Use of email account in online environment is explained.</p> <p>5.2. Writing and sending of workplace emails is completed.</p> <p>5.3. Different <u>browsers</u> to work online are identified and selected.</p> <p>5.4. Browse different web portals and apply proper search techniques.</p>

Range of Variables	
Variable	Range (may include but not limited to)
1. IT tools	1.1. Cell phone 1.2. Tablets 1.3. Computers, laptops, notebooks 1.4. Internet 1.5. Software 1.6. Satellite
2. Data manipulation techniques	2.1. Sum 2.2. Average 2.3. Count 2.4. Max 2.5. Min 2.6. If 2.7. Sort 2.8. Fill 2.9. Header 2.10. Footer 2.11. Print
3. Browsers	3.1. Internet Explorer 3.2. Firefox 3.3. Google Chrome 3.4. Opera 3.5. Safari 3.6. Omni Web 3.7. Microsoft Edge

Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment must evidence that the candidate: <ol style="list-style-type: none"> 1.1. Identified commonly used IT tools 1.2. Performed simple trouble-shooting with computer 1.3. Performed typing on word processing software, saved and retrieved documents 1.4. Performed data entry with spread sheet 1.5. Used email account for different online purposes

Evidence Guide

The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.

2. Underpinning knowledge	<ul style="list-style-type: none">2.1. IT and IT tools2.2. Computer trouble-shooting2.3. Techniques to access internet
3. Underpinning skills	<ul style="list-style-type: none">3.1. Demonstrating simple trouble-shooting with computer3.2. Demonstrating typing on word processing software3.3. Demonstrating data entry with spread sheet3.4. Opening email account and using it for different purposes
4. Underpinning attitudes	<ul style="list-style-type: none">4.1. Active on teamwork4.2. Prompt in carrying out activities4.3. Tidy and punctual4.4. Respectful of peers, subordinates and seniors in the workplace4.5. Sincere and honest concerning duties
5. Resource implications	<p>The following resources must be provided:</p> <ul style="list-style-type: none">5.1. Workplace (simulated or actual)5.2. IT tools5.3. Computer/laptop/notebook5.4. Software5.5. Internet5.6. Projector5.7. Stationary5.8. Learning manual
6. Methods of assessment	<p>Methods of assessment may include but is not limited to:</p> <ul style="list-style-type: none">6.1. Written test6.2. Oral test6.3. Observation6.4. Demonstration6.5. Portfolio
7. Context of assessment	<ul style="list-style-type: none">7.1. Competency assessment must be done in a training institute or an actual or simulated workplace after completion of this unit of competency.7.2. Assessment must be done by a suitably qualified/certified assessor.

Accreditation Requirements

Training Providers must be accredited by Bangladesh Technical Education Board (BTEB), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of any NTVQF qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by BTEB.

Sector-specific Competencies

Unit Title:	Explore the history of RMG Sector
Unit Code:	SEIP-RMG-ARM-01-S
Nominal Hours:	20 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to explore the history of RMG Sector in Bangladesh. It specifically includes examining the background of RMG sector, identifying the main departments within the RMG sector, and identifying prime local and export markets.
Elements of Competency	Performance Criteria (<u>bold and underlined</u> terms are elaborated in the Range of Variables)
1. Examine the background of RMG sector	1.1. Historical background of RMG sector is examined and described. 1.2. Backward and forward linkages are identified.
2. Identify main departments within RMG sector	2.1. <u>Main departments</u> of the RMG sector are identified. 2.2. Importance of RMG sector and main departments is explored and analysed. 2.3. Common <u>types of machine</u> used in RMG sector are identified.
3. Identify prime local and export markets	3.1. Prime local markets and <u>export markets</u> are identified. 3.2. Local and export markets are listed.

Range of Variables	
Variable	Range (<i>may include but not limited to</i>)
1. Main departments	1.1. PDS 1.2. Store 1.3. Cutting 1.4. Embellishment 1.5. Sewing 1.6. Washing 1.7. Finishing 1.8. Quality 1.9. Industrial engineering 1.10. Production planning 1.11. Production control 1.12. Maintenance 1.13. Merchandising

Range of Variables	
Variable	Range (may include but not limited to)
2. Types of machine	2.1. Single needle 2.2. Double needle 2.3. Overlock 2.4. Flatlock 2.5. Feed of the arm 2.6. Kansai multi needle 2.7. Bartuck 2.8. Button needle 2.9. Button stitch 2.10. Snap attach
3. Export markets	3.1. United States 3.2. European 3.3. Asian

Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment must evidence that the candidate: 1.1. Illustrated history of RMG sector 1.2. Identified prime local and export markets
2. Underpinning knowledge	2.1. History of RMG sector 2.2. Main departments 2.3. Common types of machinery 2.4. Prime local and export markets
3. Underpinning skills	3.1. Describing the history of RMG sector 3.2. Identifying prime local and export markets
4. Underpinning attitudes	4.1. Eager to learn 4.2. Considerate of personal grooming 4.3. Patient and attentive 4.4. Active on team work 4.5. Tidy and punctual 4.6. Sincere and honest concerning duties

Evidence Guide

The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.

5. Resource implications	The following resources must be provided: 5.1. Workplace (simulated or actual) 5.2. Map/globe 5.3. Projector 5.4. Stationary 5.5. Learning manual
6. Methods of assessment	Methods of assessment may include but is not limited to: 6.1. Written test 6.2. Oral test 6.3. Observation 6.4. Demonstration 6.5. Portfolio
7. Context of assessment	7.1. Competency assessment must be done in a training institute or an actual or simulated workplace after completion of this unit of competency. 7.2. Assessment must be done by a suitably qualified/certified assessor.

Accreditation Requirements

Training Providers must be accredited by Bangladesh Technical Education Board (BTEB), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of any NTVQF qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by BTEB.

Unit Title:	Carry out measurements and calculations
Unit Code:	SEIP-RMG-ARM-02-S
Nominal Hours:	20 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required for carry out measurements and calculations in the workplace. It specifically includes planning and preparing to take measurements, obtaining measurements, and performing calculations.
Elements of Competency	Performance Criteria (<u>bold and underlined</u> terms are elaborated in the Range of Variables)
1. Plan and prepare	<p>1.1. Work instructions are confirmed and applied to the job in hand.</p> <p>1.2. Materials to be measured are identified as per job specification.</p> <p>1.3. Appropriate <u>measuring device</u> is identified and selected based on materials to be measured.</p> <p>1.4. Specifications are obtained and verified from relevant <u>documents</u>.</p>
2. Obtain measurements	<p>2.1. Method of obtaining measurement is selected and applied.</p> <p>2.2. <u>Measurements</u> are obtained using appropriate device in accordance with job requirement.</p> <p>2.3. Measurements, including area, volume, tolerance and clearance limits, are confirmed and applied.</p>
3. Perform calculations	<p>3.1. <u>Calculations</u>, using basic operations, for determining material requirement are taken.</p> <p>3.2. Appropriate <u>formulas</u> for calculating quantities are selected.</p> <p>3.3. Quantities are estimated from the calculation taken.</p> <p>3.4. Material quantities are calculated, confirmed and recorded within tolerances.</p>

Range of Variables	
Variable	Range (<i>may include but not limited to</i>)
1. Measuring device	<p>1.1. Measuring tape</p> <p>1.2. Steel rule</p> <p>1.3. Calculator</p> <p>1.4. Sets square</p>
2. Documents	<p>2.1. Technical manuals</p> <p>2.2. Specifications</p> <p>2.3. Sketches</p> <p>2.4. Drawings</p> <p>2.5. Charts</p> <p>2.6. Photographs</p>

Range of Variables	
Variable	Range (may include but not limited to)
3. Measurements	3.1. Length 3.2. Width 3.3. Weight 3.4. Tolerance
4. Calculations	4.1. Addition 4.2. Subtraction 4.3. Multiplication 4.4. Division 4.5. Area 4.6. Volume 4.7. Circumference 4.8. CBM 4.9. Volumetric weight
5. Formulas	5.1. Fractions 5.2. Percentages 5.3. Mixed numbers 5.4. Conversions 5.5. Scales

Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1. Identified and selected appropriate measuring devices 1.2. Carried out measurements for apparel 1.3. Identified and selected correct mathematical formula 1.4. Performed calculations as per job requirement
2. Underpinning knowledge	2.1. Measuring devices 2.2. Basic mathematical formulas 2.3. Simple calculation techniques 2.4. Garment allowances and tolerances 2.5. Recording data procedures
3. Underpinning skills	3.1. Identifying appropriate measuring devices 3.2. Carrying out measurements for apparel 3.3. Performing calculations as per job requirement

Evidence Guide

The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.

4. Underpinning attitudes	4.1. Committed to occupational health and safety practices 4.2. Communicates well with peers, subordinates and seniors in workplace 4.3. Prompt in carrying out activities 4.4. Tidy and punctual 4.5. Sincere and honest concerning duties
5. Resource implications	The following resources must be provided: 5.1. Workplace (simulated or actual) 5.2. Computer/laptop/notebook 5.3. Calculator 5.4. Measuring tape 5.5. Projector 5.6. Stationary 5.7. Learning manual
6. Methods of assessment	Methods of assessment may include but is not limited to: 6.1. Written test 6.2. Oral test 6.3. Observation 6.4. Demonstration 6.5. Portfolio
7. Context of assessment	7.1. Competency assessment must be done in a training institute or an actual or simulated workplace after completion of this unit of competency. 7.2. Assessment must be done by a suitably qualified/certified assessor.

Accreditation Requirements

Training Providers must be accredited by Bangladesh Technical Education Board (BTEB), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of any NTVQF qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by BTEB.

Unit Title:	Read and interpret sketches and drawings
Unit Code:	SEIP-RMG-ARM-03-S
Nominal Hours:	20 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to read and interpret sketches and drawings. It specifically includes interpreting information and specifications, and reading and interpreting sketches and drawings.
Elements of Competency	Performance Criteria (<u>bold and underlined</u> terms are elaborated in the Range of Variables)
1. Interpret information and specifications	1.1. Appropriate <u>manuals</u> for work activity are identified and collected. 1.2. Information and <u>specifications</u> in the manuals is interpreted and applied.
2. Read and interpret sketches and drawings	2.1. Relevant <u>sketches and drawings</u> are identified for job requirement. 2.2. Key <u>terms and abbreviations</u> are identified and interpreted. 2.3. <u>Signs and symbols</u> are identified and interpreted. 2.4. Schedules, dimensions, sketches, drawings and specifications are correctly read and interpreted.

Range of Variables	
Variable	Range (<i>may include but not limited to</i>)
1. Manuals	1.1. Buyers specification 1.2. Compliance 1.3. Maintenance procedure 1.4. Periodic maintenance 1.5. Quality assurance 1.6. Standard operating procedure (SOP)
2. Sketches and drawings	2.1. Technical 2.2. Measurement 2.3. Design
3. Specifications	3.1. Product 3.2. Performance 3.3. Method
4. Terms and abbreviations	4.1. Refers to all terms and abbreviations associated with the RMG Sector
5. Signs and symbols	5.1. Includes all signs and symbols associated with the RMG Sector

Evidence Guide

The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.

1. Critical aspects of competency	Assessment must evidence that the candidate: 1.1. Identified information and specifications 1.2. Read and interpreted sketches and drawings
2. Underpinning knowledge	2.1. Manuals 2.2. Units of measurement 2.3. Units of conversion 2.4. Sketch, drawings and specifications
3. Underpinning skills	3.1. Read and identifying information and specifications (from manual) 3.2. Reading and interpreting sketches and drawings
4. Underpinning attitudes	4.1. Eager to learn 4.2. Tidy and punctual 4.3. Concerned about proper use of computer and peripherals 4.4. Concerns for other's rights 4.5. Sincere and honest concerning duties
5. Resource implications	The following resources must be provided: 5.1. Workplace (simulated or actual) 5.2. Computer/laptop/notebook 5.3. Software 5.4. Stationary 5.5. Learning manual
6. Methods of assessment	Methods of assessment may include but is not limited to: 6.1. Written test 6.2. Oral test 6.3. Observation 6.4. Demonstration 6.5. Portfolio
7. Context of assessment	7.1. Competency assessment must be done in a training institute or an actual or simulated workplace after completion of this unit of competency. 7.2. Assessment must be done by a suitably qualified/certified assessor.

Accreditation Requirements

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Occupation-specific Competencies

Unit Title:	Apply basic knowledge of apparel merchandising
Unit Code:	SEIP-RMG-ARM-01-O
Nominal Hours:	28 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to apply basic knowledge of apparel merchandising. It specifically includes interpreting operation flow chart, identifying organisational structure, and identifying role and responsibilities of an apparel merchandiser.
Elements of Competency	Performance Criteria (<u>bold and underlined</u> terms are elaborated in the Range of Variables)
1. Interpret operation flow chart	<p>1.1. <u>Operation flow chart</u> of apparel merchandising is identified and interpreted.</p> <p>1.2. Each step within the operation flow chart is explained.</p> <p>1.3. Relationship and interdependencies between each step and component of flow chart is explained.</p>
2. Identify organisational structure	<p>2.1. <u>Organisational features</u> are identified and described.</p> <p>2.2. Types of industries with RMG sector are identified.</p> <p>2.3. Source and buyer firms are identified.</p>
3. Describe role and responsibilities	<p>3.1. Role and responsibilities of an apparel merchandising are identified.</p> <p>3.2. Organisational policies, procedures and codes of conduct are identified.</p>

Range of Variables	
Variable	Range (<i>may include but not limited to</i>)
1. Operation flow chart	<p>1.1. Marketing</p> <p>1.2. Buyer</p> <p>1.3. Order procedure</p> <p>1.4. Sampling</p> <p>1.5. Raw material</p> <p>1.6. Production</p> <p>1.7. Quality</p> <p>1.8. Shipment</p> <p>1.9. Banking</p> <p>1.10. Accounts</p> <p>1.11. Feedback</p>

Range of Variables	
Variable	Range (may include but not limited to)
2. Organisational features	2.1. Culture 2.2. Strategy 2.3. Goals 2.4. Policies

Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment must evidence that the candidate: <ol style="list-style-type: none"> 1.1. Interpreted operation flow chart 1.2. Identified and described organisational structure 1.3. Explained role and responsibilities
2. Underpinning knowledge	<ol style="list-style-type: none"> 2.1. Operation flow chart 2.2. Component interdependency 2.3. Organisational structure 2.4. Source and buyer firms 2.5. Role and responsibilities
3. Underpinning skills	<ol style="list-style-type: none"> 3.1. Interpreting operation flow chart 3.2. Explaining interdependency of operation components 3.3. Describing organisational structure 3.4. Identifying role and responsibilities
4. Underpinning attitudes	<ol style="list-style-type: none"> 4.1. Tidy and punctual 4.2. Prompt in carrying out activities 4.3. Sincere and honest concerning duties 4.4. Active on teamwork 4.5. Eager to learn 4.6. Respectful of peers, subordinates and seniors in the workplace 4.7. Communicate with peers and seniors in the workplace
5. Resource implications	The following resources must be provided: <ol style="list-style-type: none"> 5.1. Workplace (simulated or actual) 5.2. Computer/laptop/notebook 5.3. Internet 5.4. Operation flow chart (sample) 5.5. Projector 5.6. Stationary 5.7. Learning manual

Evidence Guide

The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.

6. Methods of assessment

Methods of assessment may include but is not limited to:

- 6.1.** Written test
- 6.2.** Oral test
- 6.3.** Observation
- 6.4.** Demonstration
- 6.5.** Portfolio

7. Context of assessment

- 7.1.** Competency assessment must be done in a training institute or an actual or simulated workplace after completion of this unit of competency.
- 7.2.** Assessment must be done by a suitably qualified/certified assessor.

Accreditation Requirements

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Unit Title:	Build and maintain business relationships
Unit Code:	SEIP-RMG-ARM-02-O
Nominal Hours:	40 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to build and maintain business relationships. It specifically includes establishing good relationships with customers, identifying apparel marketing process, performing order inquiry handling procedure, and following order reporting process.
Elements of Competency	Performance Criteria (<u>bold and underlined</u> terms are elaborated in the Range of Variables)
1. Establish good relationships with customers	1.1. Specific communication requirements of individual customers are identified and kept in mind when communicating. 1.2. <u>Rapport building techniques</u> are identified and applied to communications.
2. Identify apparel marketing process	2.1. Apparel marketing process is identified and explained with including related dependencies and associated risks. 2.2. Product-based <u>marketing process</u> is identified and explained. 2.3. Importance of effective business communication with customers is described. 2.4. Market segments are identified with key details and data.
3. Perform order inquiry handling procedure	3.1. <u>Order inquiry handling procedure</u> is explained. 3.2. Key details of order are obtained from buyer. 3.3. Order confirmation is received and actioned. 3.4. Order is processed and completed.
4. Follow order reporting process	4.1. <u>Order reporting process</u> to buyers is followed as per standard operating procedure. 4.2. Information and records of orders are stored and maintained with new order information.

Range of Variables	
Variable	Range (<i>may include but not limited to</i>)
1. Rapport building techniques	1.1. Empathy 1.2. Timely and regular communication 1.3. Commitment to quality 1.4. Adherence to deadlines 1.5. Transparency in dealings 1.6. Integrity and honesty 1.7. Advance communication on schedule changes

Range of Variables	
Variable	Range (may include but not limited to)
2. Marketing process	2.1. Company profile 2.2. Communication 2.3. Products/samples 2.4. Price 2.5. Sales 2.6. Marketing 2.7. Promotion
3. Order inquiry handling procedure	3.1. Lead time/space availability 3.2. Consumption and costing 3.3. Pricing and profitability 3.4. Negotiation 3.5. Price revision
4. Order reporting process	4.1. Acknowledgement 4.2. Price quotation 4.3. Negotiation 4.4. Sampling status 4.5. Production report 4.6. Shipment status

Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment must evidence that the candidate: <ol style="list-style-type: none"> 1.1. Identified rapport building techniques 1.2. Identified and interpreted apparel marketing process 1.3. Performed order handling procedure 1.4. Followed order reporting process
2. Underpinning knowledge	<ol style="list-style-type: none"> 2.1. Rapport building techniques 2.2. Apparel marketing process 2.3. Product-based marketing process 2.4. Order inquiry handling procedure 2.5. Recording and recording 2.6. Product and price lifecycle 2.7. Standard operating procedure
3. Underpinning skills	<ol style="list-style-type: none"> 3.1. Interpreting apparel marketing process 3.2. Performing order inquiry handling procedure 3.3. Following order reporting process

Evidence Guide

The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.

4. Underpinning attitudes	4.1. Tidy and punctual 4.2. Prompt in carrying out activities 4.3. Sincere and honest concerning duties 4.4. Active on teamwork 4.5. Eager to learn 4.6. Respectful of peers, subordinates and seniors in the workplace 4.7. Communicate with peers and seniors in the workplace
5. Resource implications	The following resources must be provided: 5.1. Workplace (simulated or actual) 5.2. Computer/laptop/notebook 5.3. Software 5.4. Standard operating procedure (samples) 5.5. Ordering/inquiry forms (samples) 5.6. Projector 5.7. Stationary 5.8. Learning manual
6. Methods of assessment	Methods of assessment may include but is not limited to: 6.1. Written test 6.2. Oral test 6.3. Observation 6.4. Demonstration 6.5. Portfolio
7. Context of assessment	7.1. Competency assessment must be done in a training institute or an actual or simulated workplace after completion of this unit of competency. 7.2. Assessment must be done by a suitably qualified/certified assessor.

Accreditation Requirements

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Unit Title:	Follow process of sourcing material
Unit Code:	SEIP-RMG-ARM-03-O
Nominal Hours:	48 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to follow process of sourcing material. It specifically includes identifying types of fabric, selecting trims and accessories, preparing BOM (bill of material) sheet, and following process of supplier negotiation.
Elements of Competency	Performance Criteria (<u>bold and underlined</u> terms are elaborated in the Range of Variables)
1. Identify types of fabric	<p>1.1. Types of <u>fabric</u> used for woven and knitted apparel are identified and compared.</p> <p>1.2. Fabrics are selected and collected according to job requirements.</p>
2. Select trims and accessories	<p>2.1. Types of <u>trims and accessories</u> are identified and classified as per usage guidelines.</p> <p>2.2. Trims and accessories are selected and collected as per job requirements.</p>
3. Prepare BOM sheet	<p>3.1. Purpose of <u>BOM sheet</u> is explained.</p> <p>3.2. Procedure for preparing BOM sheet is identified and described.</p> <p>3.3. BOM sheet for each style in collection is prepared.</p>
4. Follow process of supplier negotiation	<p>4.1. <u>Stakeholders</u> involved in negotiation process are identified.</p> <p>4.2. Supplier negotiation process is identified and applied as per standard operating procedure.</p> <p>4.3. Booking procedure is followed and price and availability of materials is negotiated with supplier.</p>

Range of Variables	
Variable	Range (<i>may include but not limited to</i>)
1. Fabric	<p>1.1. Woven:</p> <ul style="list-style-type: none"> 1.1.1. Plain/poplin weaved 1.1.2. Twill 1.1.3. Herringbone 1.1.4. Sateen 1.1.5. Jacquard 1.1.6. Oxford 1.1.7. Dobby 1.1.8. Denim <p>1.2. Knitted:</p> <ul style="list-style-type: none"> 1.2.1. Weft 1.2.2. Warp
2. Trims and accessories	<p>2.1. Trims:</p> <ul style="list-style-type: none"> 2.1.1. Sewing thread 2.1.2. Label 2.1.3. Button 2.1.4. Zipper 2.1.5. Elastic 2.1.6. Lace 2.1.7. Rivet 2.1.8. Draw cord/string 2.1.9. Stopper 2.1.10. Shoulder pad 2.1.11. Velcro 2.1.12. Collar stay <p>2.2. Accessories:</p> <ul style="list-style-type: none"> 2.2.1. Hang tag/price tag 2.2.2. Collar stand 2.2.3. Carton 2.2.4. Carton sticker 2.2.5. Hanger 2.2.6. Back board 2.2.7. Neck board 2.2.8. Butterfly 2.2.9. Gum tape 2.2.10. Price ticket 2.2.11. Safety pin 2.2.12. Plastic clip 2.2.13. Micro pack

Range of Variables	
Variable	Range (<i>may include but not limited to</i>)
3. BOM sheet	3.1. Style number 3.2. Order number 3.3. Product description 3.4. Types of materials 3.5. Consumption 3.6. Unit price 3.7. Supplier 3.8. Inhouse policy and time
4. Stakeholders	4.1. Buyer 4.2. Supplier 4.3. Sourcing manager 4.4. Merchandiser 4.5. Finance manager 4.6. Product developer

Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment must evidence that the candidate: <ol style="list-style-type: none"> 1.1. Identified types of fabric 1.2. Identified and selected trims and accessories 1.3. Prepared BOM sheet 1.4. Conducted supplier negotiation
2. Underpinning knowledge	<ol style="list-style-type: none"> 2.1. Fabrics 2.2. Trims and accessories 2.3. BOM sheets 2.4. Stakeholders 2.5. Negotiation process
3. Underpinning skills	<ol style="list-style-type: none"> 3.1. Identifying types of fabrics 3.2. Identifying and selecting trims and accessories 3.3. Preparing BOM sheet 3.4. Conduct supplier negotiation

Evidence Guide

The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.

4. Underpinning attitudes	4.1. Tidy and punctual 4.2. Prompt in carrying out activities 4.3. Sincere and honest concerning duties 4.4. Active on teamwork 4.5. Eager to learn 4.6. Respectful of peers, subordinates and seniors in the workplace 4.7. Communicate with peers and seniors in the workplace
5. Resource implications	The following resources must be provided: 5.1. Workplace (simulated or actual) 5.2. Computer/laptop/notebook 5.3. BOM (bill of materials) 5.4. Projector 5.5. Stationary 5.6. Learning manual
6. Methods of assessment	Methods of assessment may include but is not limited to: 6.1. Written test 6.2. Oral test 6.3. Observation 6.4. Demonstration 6.5. Portfolio
7. Context of assessment	7.1. Competency assessment must be done in a training institute or an actual or simulated workplace after completion of this unit of competency. 7.2. Assessment must be done by a suitably qualified/certified assessor.

Accreditation Requirements

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Unit Title:	Perform measurement, consumption and cost calculation
Unit Code:	SEIP-RMG-ARM-04-O
Nominal Hours:	64 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to perform measurement, consumption and cost calculation. It specifically includes interpreting sketch and measurement chart, identifying points of measuring, calculating fabric consumption and cost, calculating trim and accessory consumption and cost, performing cost of manufacturing calculation, applying costing format and method to calculation.
Elements of Competency	Performance Criteria (<u>bold and underlined</u> terms are elaborated in the Range of Variables)
1. Interpret sketch and measurement chart	<p>1.1. Sketch is identified and interpreted as per <u>technical pack</u>.</p> <p>1.2. <u>Measurement charts</u> are identified and followed.</p> <p>1.3. Approving and updating of all <u>work sheets</u> is carried out as per standard operating procedure.</p>
2. Identify points of measuring	<p>2.1. Points of measuring in measurement guide are identified and followed.</p> <p>2.2. <u>Levels of tolerance</u> specified in the measurement guide are identified and followed.</p>
3. Calculate fabric consumption	<p>3.1. Fabric consumption procedure is identified and explained.</p> <p>3.2. Formula for fabric consumption is applied as per job requirements.</p> <p>3.3. <u>Cost calculation factors</u> and process are identified as per sample.</p> <p>3.4. Cost sheet is prepared as per job requirements.</p>
4. Calculate trim and accessory consumption	<p>4.1. Trims and accessories consumption calculation process is identified and explained.</p> <p>4.2. Consumption format is prepared as per sample.</p> <p>4.3. Costing of trims and accessories is calculated.</p>
5. Perform cost of manufacturing calculation	<p>5.1. <u>Cost of manufacturing calculation</u> factors and process is identified and explained.</p> <p>5.2. Calculation of cost of manufacturing is carried out as per standard operating procedure.</p>
6. Apply costing format and method to calculation	<p>6.1. Method of <u>costing format</u> is identified and explained.</p> <p>6.2. Calculation of <u>FOB price</u> is carried out and prepared as per job specifications.</p>

Range of Variables	
Variable	Range (may include but not limited to)
1. Technical pack	1.1. Flat sketch 1.2. Fabrics 1.3. Trims and accessories 1.4. Detail sheet 1.5. Measurement chart
2. Measurement chart	2.1. Point of measurement 2.2. Size range 2.3. Tolerance limit
3. Work sheets	3.1. Trims and accessories 3.2. Fabric 3.3. Consumption
4. Levels of tolerance	4.1. Parts of apparel 4.2. Point of measurement 4.3. Unit of tolerance 4.4. Tolerance percentage
5. Cost calculation factors	5.1. Fabric consumption 5.2. Trims and accessories consumption 5.3. Unit price 5.4. Cost of manufacturing (CM) 5.5. Embellishment (print/embroidery) charge 5.6. Cost of washing 5.7. Commercial and banking cost 5.8. Testing and inspection charge
6. Cost of manufacturing factors	6.1. Fixed cost of factory 6.2. Overhead cost 6.3. Per day per machine cost 6.4. Daily production per line 6.5. Working hour 6.6. SMV 6.7. Production efficiency
7. Costing format	7.1. Cost sheet 7.2. Material description 7.3. Consumption 7.4. Unit price
8. FOB price	8.1. Total cost 8.2. Profit percentage

Evidence Guide

The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.

1. Critical aspects of competency	Assessment must evidence that the candidate: 1.1. Interpreted technical pack 1.2. Interpreted measurement charts and work sheets 1.3. Identified points of measuring 1.4. Carried out fabric consumption calculation 1.5. Carried out trim and accessory consumption calculation 1.6. Performed calculation for cost of manufacturing 1.7. Conducted calculation for FOB pricing
2. Underpinning knowledge	2.1. Sketches 2.2. Measurement charts 2.3. Technical packs and work sheets 2.4. Points of measuring 2.5. Consumption method 2.6. Cost of manufacturing 2.7. Format and method of costing
3. Underpinning skills	3.1. Interpreting sketches and measurement charts 3.2. Carrying out fabric consumption calculation 3.3. Carrying out trim and accessory consumption calculation 3.4. Performing calculation for cost of manufacturing 3.5. Conducting calculation for FOB pricing
4. Underpinning attitudes	4.1. Tidy and punctual 4.2. Prompt in carrying out activities 4.3. Sincere and honest concerning duties 4.4. Active on teamwork 4.5. Eager to learn 4.6. Respectful of peers, subordinates and seniors in the workplace 4.7. Communicate with peers and seniors in the workplace
5. Resource implications	The following resources must be provided: 5.1. Workplace (simulated or actual) 5.2. Computer/laptop/notebook 5.3. Technical pack (including sketches and measurement charts) 5.4. Work sheets 5.5. Calculator 5.6. Projector 5.7. Stationary 5.8. Learning manual

Evidence Guide

The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.

6. Methods of assessment

Methods of assessment may include but is not limited to:

- 6.1. Written test
- 6.2. Oral test
- 6.3. Observation
- 6.4. Demonstration
- 6.5. Portfolio

7. Context of assessment

- 7.1. Competency assessment must be done in a training institute or an actual or simulated workplace after completion of this unit of competency.
- 7.2. Assessment must be done by a suitably qualified/certified assessor.

Accreditation Requirements

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Unit Title:	Follow up order
Unit Code:	SEIP-RMG-ARM-05-O
Nominal Hours:	40 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to follow up order. It specifically includes identifying order handling procedure, following supplier evaluation process, and preparing TNA (time and action) plan.
Elements of Competency	Performance Criteria (<u>bold and underlined</u> terms are elaborated in the Range of Variables)
1. Identify order handling procedure	<p>1.1. Methods of order handling are identified and described.</p> <p>1.2. Approval of samples at different stages of execution are attained as per agreed process and service level agreements (SLA).</p> <p>1.3. Information on <u>approved samples</u> is collected, recorded and maintained as per standard operating procedure.</p>
2. Follow supplier evaluation process	<p>2.1. Order follow up chart is prepared, and supplier evaluation process is applied.</p> <p>2.2. Methods of <u>order follow up</u> are identified and described.</p>
3. Prepare TNA (time and action) plan	<p>3.1. Types of TNA plan and <u>TNA plan components</u> are identified and explained.</p> <p>3.2. TNA plan on selected apparel orders is prepared.</p> <p>3.3. Causes of product rejection are identified and analysed ensure quality of products.</p>

Range of Variables	
Variable	Range (<i>may include but not limited to</i>)
1. Approved samples	<p>1.1. Technical pack</p> <p>1.2. Sample making</p> <p>1.3. Comments</p> <p>1.4. Test reports</p>
2. Order follow up	<p>2.1. TNA plan</p> <p>2.2. Lab dip</p> <p>2.3. Development/styling sample</p> <p>2.4. Trim card</p> <p>2.5. Size set/fit sample</p> <p>2.6. Pre-production sample</p> <p>2.7. Pre-production meeting</p> <p>2.8. Cutting and sewing (start to end date)</p> <p>2.9. Finishing and packing (start to end date)</p> <p>2.10. Shipment</p>

Range of Variables	
Variable	Range (may include but not limited to)
3. TNA plan components	3.1. Combined execution 3.2. Cutting 3.3. Sewing 3.4. Finishing 3.5. Packing 3.6. Shipment

Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment must evidence that the candidate: 1.1. Identified and carried out order handling procedure 1.2. Followed supplier evaluation process 1.3. Prepared TNA plan
2. Underpinning knowledge	2.1. Order handling procedure 2.2. Product assessment techniques 2.3. Supplier evaluation process 2.4. Order follow up methods 2.5. TNA plans
3. Underpinning skills	3.1. Carried out order handling procedure 3.2. Following supplier evaluation process 3.3. Preparing TNA plan
4. Underpinning attitudes	4.1. Tidy and punctual 4.2. Prompt in carrying out activities 4.3. Sincere and honest concerning duties 4.4. Active on teamwork 4.5. Eager to learn 4.6. Respectful of peers, subordinates and seniors in the workplace 4.7. Communicate with peers and seniors in the workplace
5. Resource implications	The following resources must be provided: 5.1. Workplace (simulated or actual) 5.2. Computer/laptop/notebook 5.3. Instruction sheet 5.4. Standard operating procedure 5.5. Projector 5.6. Stationary 5.7. Learning manual

Evidence Guide

The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.

6. Methods of assessment

Methods of assessment may include but is not limited to:

- 6.1.** Written test
- 6.2.** Oral test
- 6.3.** Observation
- 6.4.** Demonstration
- 6.5.** Portfolio

7. Context of assessment

- 7.1.** Competency assessment must be done in a training institute or an actual or simulated workplace after completion of this unit of competency.
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Unit Title:	Identify commercial and banking processes
Unit Code:	SEIP-RMG-ARM-06-O
Nominal Hours:	40 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to identify commercial and banking processes. It specifically includes identifying commercial and banking requirements, following letter of credit procedures, identifying booking format for shipment, and identifying types of payment documents.
Elements of Competency	Performance Criteria (<u>bold and underlined</u> terms are elaborated in the Range of Variables)
1. Identify commercial and banking requirements	1.1. <u>Commercial requirements</u> are identified and explained. 1.2. Banking requirements are identified and described. 1.3. Banking procedures are identified.
2. Follow letter of credit procedures	2.1. Purpose of letter of credit is explained. 2.2. <u>Types of letter of credit</u> are identified and described. 2.3. Letter of credit procedures are followed.
3. Identify booking format for shipment	3.1. Purpose of booking format for shipment is explained. 3.2. <u>Shipment booking format</u> elements are identified. 3.3. Shipment booking is prepared and recorded.
4. Identify types payment documents	4.1. Types of payment documentation are identified and described. 4.2. Importance of payment documentation is explained.

Range of Variables	
Variable	Range (<i>may include but not limited to</i>)
1. Commercial requirements	1.1. Trade License 1.2. Bank account 1.3. ERC 1.4. IRC 1.5. TIN 1.6. VAT 1.7. Permission from Bangladesh Bank 1.8. Factory license 1.9. Fire license 1.10. Environmental certificate 1.11. BOI registration for liaison buying office 1.12. Company memorandum

Range of Variables	
Variable	Range (may include but not limited to)
2. Types of letter of credit	2.1. Master 2.2. Back to back 2.3. Sight 2.4. Deferred 2.5. TT
3. Shipment booking format elements	3.1. Buyer 3.2. Style number 3.3. Purchase order number 3.4. Invoice number 3.5. Quantity 3.6. Total CBM 3.7. Gross weight 3.8. Nett weight 3.9. Container type 3.10. Goods handover date
4. Payments documents	4.1. Commercial invoice 4.2. Packing list 4.3. AWB 4.4. Inspection certificate 4.5. GSP (if applicable)

Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment must evidence that the candidate: <ol style="list-style-type: none"> 1.1. Identified commercial and banking requirements 1.2. Followed letter of credit procedures 1.3. Identified shipment booking format 1.4. Prepared shipment booking 1.5. Identified payment documentation
2. Underpinning knowledge	<ol style="list-style-type: none"> 2.1. Commercial requirements 2.2. Banking requirements 2.3. Banking procedures 2.4. Letters of credit 2.5. Shipment booking format 2.6. Payment documentation

Evidence Guide

The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.

3. Underpinning skills	3.1. Identifying commercial and banking requirements 3.2. Preparing a letter of credit 3.3. Preparing shipment booking 3.4. Identifying payment documentation
4. Underpinning attitudes	4.1. Tidy and punctual 4.2. Prompt in carrying out activities 4.3. Sincere and honest concerning duties 4.4. Active on teamwork 4.5. Eager to learn 4.6. Respectful of peers, subordinates and seniors in the workplace 4.7. Communicate with peers and seniors in the workplace
5. Resource implications	The following resources must be provided: 5.1. Workplace (simulated or actual) 5.2. Computer/laptop/notebook 5.3. Commercial requirements (samples) 5.4. Letters of credit (samples) 5.5. Shipment booking form (samples) 5.6. Payment documents (samples) 5.7. Projector 5.8. Stationary 5.9. Learning manual
6. Methods of assessment	Methods of assessment may include but is not limited to: 6.1. Written test 6.2. Oral test 6.3. Observation 6.4. Demonstration 6.5. Portfolio
7. Context of assessment	7.1. Competency assessment must be done in a training institute or an actual or simulated workplace after completion of this unit of competency. 7.2. Assessment must be done by a suitably qualified/certified assessor.

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